



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual
3. Complete this form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. ****For Use with FPPS Only – Do Not Send Hardcopy to SPO****
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Kevin Myers Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): _____

Type of Award: ☒ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award

☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award

☐ Time Off Award

Total Amount of Award (\$): \$250.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit ☐ Intangible Benefit ☒

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☒ Extended ☐ Broad ☐ General

Narrative Justification for Award:

Kevin has a very customer-centric approach to doing his job. As someone who seemingly knows everybody in OMS and as someone with a reputation of always being willing to help, Kevin is frequently tasked (by external parties) with projects only tangentially related to his core responsibilities. Thus, it only came as a minor surprise that Kevin was training HRD staff on the personnel security requirements for student volunteers. This award recognizes not only Kevin's actual instruction in the process, but also modeling behavior that is so critical for OMS. Instead of forwarding the request to a colleague or ignoring a question he has answered previously, Kevin demonstrated utmost professionalism and provided support until the action was fully resolved.



As the Authorizing Official I certify that all necessary concurrences have been gained for approval of this award.